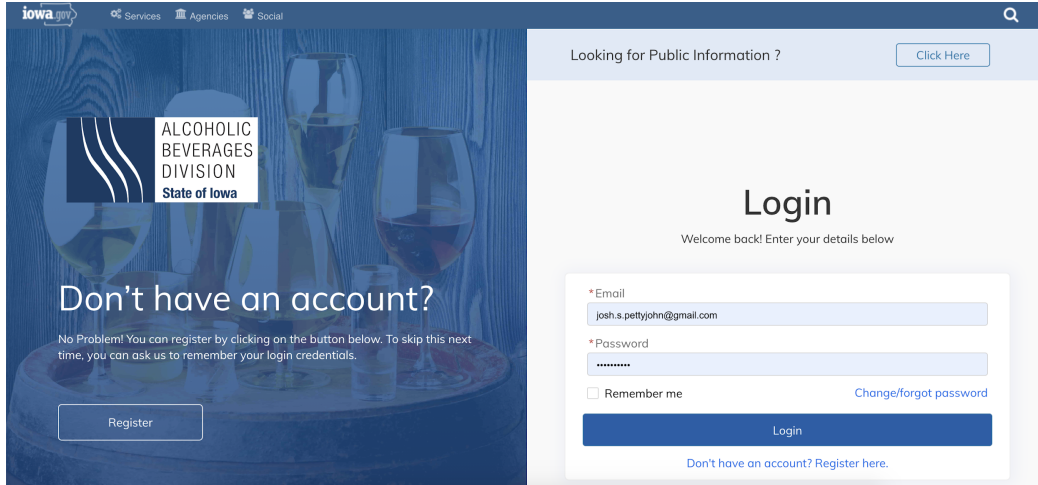




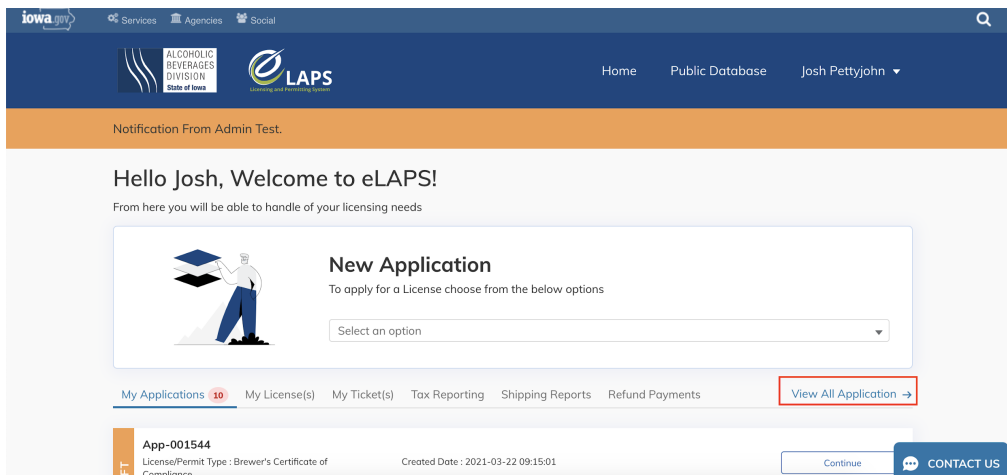
**Iowa ABD eLAPS
Outstanding Payment Quick Reference Guide**

1. Navigate to the eLAPS Portal by going to: <https://iowaabd.force.com/>



The screenshot shows the eLAPS Portal login page. On the left, there is a banner with the Alcoholic Beverages Division logo and the text "Don't have an account?" followed by a "Register" button. On the right, there is a "Login" section with a "Click Here" button for public information. The login form includes fields for "Email" (josh.s.pettyjohn@gmail.com) and "Password" (masked with asterisks), a "Remember me" checkbox, and a "Login" button. A link for "Change/forgot password" is also present. At the bottom of the login form, there is a link: "Don't have an account? Register here."

2. Log in using your username and password, if you have already registered for an account. If you do not have an account, click the “Register” button and follow the instructions to create your eLAPS account.
3. On the dashboard, click “View All Applications”.



The screenshot shows the eLAPS Portal dashboard. At the top, there is a navigation bar with the Iowa logo, "Services", "Agencies", and "Social" links. The main header includes the Alcoholic Beverages Division logo, the eLAPS logo, and navigation links for "Home", "Public Database", and a user profile for "Josh Pettyjohn". Below the header, there is a "Notification From Admin Test." banner. The main content area starts with a welcome message: "Hello Josh, Welcome to eLAPS!" followed by the text "From here you will be able to handle of your licensing needs". A "New Application" section is highlighted with a red box, containing an illustration of a person with a graduation cap and a dropdown menu labeled "Select an option". Below this, there is a navigation bar with links: "My Applications" (with a red badge showing "10"), "My License(s)", "My Ticket(s)", "Tax Reporting", "Shipping Reports", "Refund Payments", and a red-bordered button labeled "View All Application →". At the bottom, there is a section for "App-001544" with details: "License/Permit Type : Brewer's Certificate of Compliance" and "Created Date : 2021-03-22 09:15:01". A "Continue" button and a "CONTACT US" button are also visible.

4. Search for your License Number.

All Applications

Application Number	License Number	Premise Street	Premise City
<input type="text"/>	<input type="text" value="BA0000007"/>	<input type="text"/>	<input type="text"/>
Premise County	Status	Account Name	License Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Search](#)

5. Find the Application with the status of 'Pending Dramshop Review', 'Submitted to Local Authority' or 'Submitted to ABD'. Then click the disclosure triangle and select "Other Actions".

Search Result (1)

APPLICAT...	LICENSE ...	STATUS	DBA	LICENSE T...	APPLICAT...	AMENDM...	PREMISE ...	Other Actions
App-001521	BA0000007	Active		Class A Beer Permit	New			Request Amendment

6. On the Action Items step of the Application, click the "Pay" button to be taken to the Payment Gateway to make your payment using ACH Draft or Credit Card.

This concludes the Outstanding Payment QRG.